



Columbia County  
CCS Program  
111 E Mullett Street  
P.O. Box 136  
Portage, WI 53901  
608-742-9227

Richland County  
CCS Program  
221 W Seminary Street  
Richland Ctr. WI 53581  
608-647-8821

Sauk County  
CCS Program  
505 Broadway  
Baraboo, WI 53913  
608-355-4200

**Document Checklist**

**Individual Provider:** \_\_\_\_\_

**Provider Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone #:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

Please submit copies of the following information:

Individual	
<input type="checkbox"/>	New CCS Provider Orientation Training <small>one on one with Jill</small>
<input checked="" type="checkbox"/>	Resume
<input checked="" type="checkbox"/>	Degree/Diploma <i>or</i> Transcript indicating degree conferred
<input checked="" type="checkbox"/>	Professional License* for state of Wisconsin (Check Expiration Date)
<input checked="" type="checkbox"/>	Orientation Check List (Due from new providers within 90 days of initial billing date)
<input type="checkbox"/>	Background Information Disclosure request (BID)* <small>in personnel</small>
<input checked="" type="checkbox"/>	2 Reference Letters
<input type="checkbox"/>	Criminal Background Check Results* (Due every 4 years) Out of State in the last 3 years <small>in personnel</small>
<input type="checkbox"/>	Caregiver Background Check Results* (Due every 4 years) Out of State in the last 3 years <small>in personnel</small>
Agency	
<input type="checkbox"/>	Liability Insurance Certificate* (Expire Annually) <small>agency covers</small>
Ongoing (Not due with Initial credentialing)	
<input type="checkbox"/>	Ongoing Training Log* (Must Complete <u>Annually</u> : 8 hrs. training Required).

**\*Items that need to be submitted again once expired**